Unit 8. THE WORLD OF WORK

TEST YOURSELF

I. Find the word which has a different sound in the part underlined.

1. A. decision	B. erode	C. checkout	D. exotic
2. A. task	B. customer	C. specialise	D. barista
3. A. resort	B. season	C. excursion	D. reasonable
4. A. applicant	B. relevant	C. apprentice	D. align
5. A. relevant	B. recruit	C. academic	D. potential

II. Choose a word in each line that has different stress pattern.

1. A. explore	B. destination	C. magnificence	D. accessible
2. A. prioritise	B. energetic	C. communicate	D. responsible
3. A. stimulate	B. organize	C. efficient	D. terminal
4. A. excursion	B. delicious	C. stalagmite	D. holiday
5. A. apprenticeship	B. compassionate	C. entrepreneur	D. articulate
6. A. affect	B. machine	C. challenge	D. promote

III. Choose the best one (A, B, C or D) to complete the sentence or replace the underlined word.

1. She asked me ____ the seat ____ or not.

A. If / had occupied B. Whether / was occupied

C. If / has been occupied D. Whether / occupied

2. The policeman asked us ____.

A. had any of us seen the accident happen

B. If had any of us seen the accident happen

C. Whether any of us had seen the accident happen

D. that if any of us had seen the accident happen

3. It is important that applicants put modesty aside and show ____ in their CV.

A. self-confidence B. self-control C. self-determination D. self-discipline

4. Increasingly recruiters are looking for graduates who are ready for the global ____ and an international career.

A. workforce B. workroom C. workstation D. workshop

5. I asked him ____, but he said nothing.

A. what the matter was B. what was the matter

C. the matter was what D. what's the matter was

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6. James ____ him up when the bus reached the square.

A. told me wake B. asked me to wake C. said me to wake D. requested me waking

7. Excuse me. Could you tell me ____?

A. what time is it B. what is the time C. what time it is D. it is what time

8. We wonder ____ from his office after that scandal.

A. why did he not resign B. why he did not resign

C. why he not resign D. why didn't he resign

9. Fixed term employment also known as contract work is used for single projects or to replace workers on ____.

A. permission B. leave C. goodbye D. absence

10. Employers will often take on students for a ____ but you can also apply for as internship after you graduate.

A. leap year B. gap year C. light year D. calendar year

11. Jeff wanted to know ____.

A. that why were his friends laughing B. why were his friends laughing

C. why his friends were laughing D. the reason why his friends laughing

12. Mr. Hawk told me that he would give me his answer the ____ day.

A. previous B. following C. before D. last

13. She ____ him whether he liked the steak she cooked.

A. asks B. wondered C. wanted to know D. asked

14. Over the past decade, there has been a significant ____ in full time work in Australia from 89% to approximately two-thirds of the workforce.

A. increase B. reduce C. redundancy D. decline

15. A CV is a concise document which summarizes your past existing professional skills, proficiency and ____.

A. qualifications B. experiences C. reputation D. feelings

16. His neighbors sometimes wondered ____ he did for a living.

A. why B. when C. where D. what

17. Could you please tell me ____?

A. It is how far to the nearest bus stop B. how far is it to the nearest bus stop

C. how far to the nearest bus stop is it D. how far it is to the nearest bus stop

18. Marigold wondered ____ Kevin and Ruth would be at the party.

A. that B. whether C. if D. B & C

19. He asked me ____.

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A. how long I have studied English B. how long had I studied English

C. how long I had study English D. how long I had studied English

20. The purpose of a CV is to ____ that you have the necessary skills to do the job for which you are applying.

A. determine B. express C. demonstrate D. define

21. If your CV is always ____ then you can quite easily fill in those online applications because you have got all that information to hand.

A. out-of-date B. up-to-date C. up-and-down D. up-and-coming

22. The passenger asked ____ we landed.

A. what B. when C. if D. why

23. She asked Nam what ____ in that room.

A. he is doing B. he was doing C. was he doing D. she was doing

24. "I didn't take your calculator", Bob said to Mary.

A. Bob told Mary he hadn't taken her calculator.

B. Bob told Mary I didn't take your calculator.

C. Bob told Mary he haven't taken her calculator.

D. Bob told Mary he had taken her calculator.

25. "I didn't break your watch".

A. The boy told the girl he hadn't broken her watch.

B. The boy told the girl he didn't break her watch.

C. The boy asked the girl he hadn't broken her watch.

D. The boy told the girl he hadn't broken your watch.

IV. Complete each of the following sentences with a suitable word from the box.

important *procedures* *airlines* *training* *career*

applicants *cluttered* *recruiter* *expectations* *attitudes*

1. Today, more jobs call for a degree or ……. past high school.

2. Now, workers create their own …….paths with one or many employers.

3. Firstly, this is …….to get along well with your crew, because you will be spending a lot of time with those people.

4. Their duties include advising passengers on proper emergency …….and conveying the information in a clear manner.

5. Some …….offer to work for a month and then you have some time off.

6. Flight attendants need to be attentive, not just to satisfy passenger ……., but to notice

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when something is not quite right, either with a passenger or a piece of equipment.

7. On the same flight attendants may encounter passengers of all educational levels, cultures and …….

8. Some employers require job …….to provide references with their job application rather than later on in the hiring process.

9. You must leave plenty of white space on your CV, so it will not appear ……..

10. A good CV can persuade the …….to put you through to the next round.

V. Fill in the blank with a suitable preposition.

1. You should prioritize the sentences …….your qualifications and incorporate the hardest hitting statements into your covering letter.

2. Include the most relevant skills …….your resume and your application form.

3. Whether communicating …….fellow educators, administrators, students or parents, teachers need exceptional communication skills.

4. Kindness and compassion are the major essence …….the character of an effective nurse.

5. Can you sort it …….a shortlist of between seven and ten?

6. A gap year provides an opportunity …….develop a variety of skills, which could impress potential employers.

7. If sending a CV as a hard copy, …….with a job application, then it needs to be neat and typed if possible.

8. You should tailor a CV to a specific job because it is vital …….ensure the script is relevant to each job application, rather than sending the same CV.

9. Probation involves an initial period of employment, usually one to six months, where employers assess whether an employee is capable …….fulfilling the requirements of a job.

10. Galactic Odyssey Tours offers an exciting opportunity …….a guide on our new space holidays.

VI. Give the correct form of the words to complete the following sentences.

1. A resume is the doorway to an interview, so you have to present your skills and …….

in a clear and concise manner. QUALIFIED

2. A good teacher always seems to be the one who is …….to share what he has learned with colleagues. WILL

3. Being well-organized is a great way to …….to your coworkers and manager that you are reliable, competent and able to get the job done. DEMONSTRATION

4. He seemed the most …….of everyone he'd met. APPROACH

5. Generally, my …….in life are first my family, and second my work. PRIORITY

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6. …….are fixed term employments, usually three to five years, for the purpose of employment training. RELEVANT

7. The supervisor is quite approachable, so don't …….to bring up any problems you have. HESITATE

8. You have a lot of different things to do in this job, so it is important to prioritize your tasks to make sure the most …….things are done first. IMPORTANCE

9. There was only one other customer and several baristas talking …….behind the counter. LOUD

10. A …….is a company that has permission to sell a particular product. DEALER

VII. Choose the letter A, B, C, or D to show the underlined part that needs correction.

1. Mrs. Emmanuelle told to Alice to give her a hand.

A B C D

2. John said the taxi driver to turn left at the first traffic lights.

A B C D

3. Mary ordered John if he could carry her suitcase, please.

A B C D

4. Johnson Nancy Lee asked me if would I like to have dinner with her.

A B C D

5. Hoa asked Lan whether did she like sports or not.

A B C D

6. Ba told to Tuan if he could ride his bicycle to school.

A B C D

7. Phong asked Peter whether he enjoys reading books or not.

A B C D

8. Mary promised her boy friend that she would expect to see him next Wednesday.

A B C D

9. A tourist asked how far was it from Ho Chi Minh City to Hue.

A B C D

10. He asked Lan how many people there are in her family.

A B C D

VIII. Choose the word in the box that best fits the blank space in the following passage.

functional *candidates* *flexible* *employee* *qualifications*

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Managers experience potential description perception

Most companies only have a vague idea of what they want in an (1) …….In addition, on paper it's extremely difficult to decipher one job applicant's abilities from another. It is because of these two points that companies usually compile a list of job (2) …….and experience requirements that actually overshoot the position's (3) …….needs. The employer's goal is to simply weed out the inexperienced people before they apply, leaving more time to interview the top (4) …….

However, most of the time all this method does is to scare young, capable talent away.

One essential point you must be aware of is that most job requirements, especially those related to experience, are extremely (5) …….. Requirements listed in an employment ad are usually just a rough sketch of the ideal hard skills specific to a job (6) …….. Soft skills, on the other hand, are usually loosely mentioned in employment ads. Yet when it comes to a formal interview, soft skills have the greatest impact on an employer's (7) …….of a potential employee.

(8) …….will hire people they like before they hire the most qualified or experienced applicant. That's the bottom line. Never let the supposed job qualifications or (9) ……. requirements stand in your way of applying. If you know you can handle the job, you are probably the employee the employer wants. All you have to do is to make aware of your (10) …….

IX. Choose the word or phrase among A, B, C or D that best fits the blank space in the following passage.

No matter who we are or where we are from, we only have 24 hours each day to get things done. Some people seem to make the most (1) ____ their time, using it to achieve their goals and dreams. Others feel that life is passing them by and they aren't (2) ____ anything. If you are in the latter group, it is not too late to turn things around. By implementing a few simple hacks, you can start getting better results very quickly.

If you want to become more productive, it pays to learn about the Pareto (3) ____ (which is also known as the 80-20 rule). It states that for most tasks, 80 percent of the results we get come from 20 percent of the work we do. For example, 80 percent of the company sales usually come from 20 percent of customers. Therefore, the trick is to focus your (4) ____ on the key 20 percent of actions that truly matter to greatly improve your results.

In some cases, people may be busy from morning to night but still seem to get nothing done. In this (5) ____, the problem might be that clear goals haven't been set. To fix this, set some time aside to list the things you want to achieve in life. Then, select the top three or four that you want to focus on for the next year. Look at your goals every night before bedtime and ask yourself what are the next (6) ____ to accomplish each day. Then, promise yourself that you will finish these tasks no matter how busy you get. If possible try completing the tasks first thing in the morning so you are (7) ____ of success.

Another common mistake regarding productivity is not considering our (8) ____ levels. If we try to work around the clock, we will eventually get tired and quit. Everyone needs time to sleep, eat, (9) ____ with friends, and unwind from the stress of the day. To make sure you don't burn out, be sure to schedule some time for breaks and fun activities into your (10) ____ every day. Finally, no matter how difficult your goals may

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seem, remember the old saying that "a journey of a thousand miles begins with a single step".

1. A. off	B. on	C. of	D. over
2. A. extinguished	B. accomplishing	C. distinct	D. invalid
3. A. principle	B. death	C. debt	D. despair
4. A. efforts	B. rubbish	C. essence	D. mixture
5. A. container	B. origin	C. house	D. situation
6. A. result	B. impression	C. actions	D. motivation
7. A. assured	B. found	C. funded	D. fixed
8. A. defence	B. energy	C. preservation	D. rescue
9. A. continue	B. endure	C. prolong	D. socialize
10. A. occurs	B. pollutes	C. schedule	D. suffers

X. Read the following passage and choose among A, B, C or D the correct answer to each of the questions.

Simply being bilingual doesn't qualify someone to interpret. Interpreting is not only a mechanical process of **converting** one sentence in language A into the same sentence in language B. **Rather**, its a complex art in which thoughts and idioms that have no obvious counterparts from tongue to tongue _ or words that have several meanings must be quickly transformed in such a way that the message is clearly and accurately expressed to the listener.

At one international conference, an American speaker said, "**You can't make a silk purse out of a sows ear**", which meant nothing to the Spanish audience. The interpretation was, "A monkey in a silk dress is still a monkey" an idiom the Spanish understood and that expressed the same idea.

There are 2 kinds of interpreters, simultaneous and consecutive. **The former** sitting in a separated booth, usually at a large multilingual conference, speaks to listeners wearing headphones, interpreting what a foreign language speaker says actually a sentence behind. Consecutive interpreters are the ones most international negotiations use. They are employed for smaller meetings without sound booths and headphones. Consecutive interpretation also requires two-person teams. A foreign speaker says his piece while the interpreter, using a special shorthand takes notes and during a pause, tells the client what was said.

1. What is the purpose of the passage?

A. To differentiate between simultaneous and consecutive interpreters.

B. To state the qualifications of an interpreter.

C. To point out the importance of an interpreter.

D. To explain the scope of interpreting.

2. What is a difference mentioned between a simultaneous interpreter and a consecutive interpreter?

A. The size of group with whom they work. B. Their proficiency in the language.

C. The type of dictionary they use. D. The money they are paid.

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3. The word "**converting**" is closest in meaning to ____.

A. changing B. concluding C. understanding D. reading

4. The author implies that most people have the opinion that the skill of interpreting is ____.

A. very complex and demanding B. based on principles of business

C. simpler than it really is D. highly valued and admired

5. The phrase "**the former**" refers to ____.

A. simultaneous interpreters B. the conference

C. consecutive interpreters D. the booth

6. The example "**You can't make a silk purse out of a sows ear**" is used to ____.

A. point out the difference in attributes of animals in English and Spanish

B. emphasize the need for translation of the meaning of what is said

C. show the differences in language A. and language B

D. stress the importance of word for word translation

7. The word "**rather**" is closest in meaning to ____.

A. In brief B. on the contrary C. in general D. as a result

8. Which of the following would a consecutive interpreter be used for?

A. An interpretation of a major literary work.

B. A business transaction between 2 foreign speakers.

C. A large meeting of many nations.

D. A translation of a foreign book.

XI. Read the following passage and choose among A, B, C or D the correct answer to each of the questions.

INTERNET JOBS

Contrary to popular belief, one does not have to be a trained programmer to work online. Of course, there are plenty of jobs available for people with high-tech computer skills, but the growth of new media has opened up a wide range of Internet career opportunities requiring only a minimal level of technical expertise. Probably one of the most well-known online job opportunities is the job of Webmaster. However, it is hard to define one basic job description for this position. The qualifications and responsibilities depend on what tasks a particular organization needs a Webmaster to perform.

To specify the job description of a Webmaster, one needs to **identify** the hardware and software the website the Webmaster will manage is running on. Different types of hardware and software require different skill sets to manage them. Another key factor is whether the website will be running internally or externally (renting shared space on the company servers). Finally, the responsibilities of a webmaster also depend on whether he or she will be working independently, or whether the firm will provide people to help. All of these

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factors need to be considered before one can create an accurate webmaster job description.

Webmaster is one type of Internet career requiring in-depth knowledge of the latest computer applications. However, there are also online jobs available for which traditional skills remain in high demand. Content jobs require excellent writing skills and a good sense of the web as a "new media'.

The term "new media" is difficult to define because it compasses a constantly growing set of new technologies and skills. Specifically, it includes websites, email internet technology, CD-ROM, DVD, streaming audio and video, interactive multimedia presentations, e-books, digital music, computer illustration, video games, virtual reality, and computer artistry.

Additionally, many of today's Internet careers are becoming paid-by-the-job professions. With many companies having to downsize in tough economic items, the outsourcing and contracting of freelance workers online has become common business practice. The Internet provides an infinite pool of buyers from around the world with whom freelancers can contract their services. An added benefit to such their own country. online jobs is that freelancers are able to work on projects with companies outside

How much can a person make in these kinds of careers? As with many questions related to today's evolving technology, there is no simple answer. There are many companies willing to pay people with Internet skills salaries well over $70,000 a year. Generally, webmasters start at about $30,000 per year, but salaries can **vary** greatly. Freelance writers working online have been known to make between $40,000 to $70,000 a year. 1.
1. Which of the followings is true about the job of the freelance writers?

A. They may work with others in the company.

B. It is considered a "content" job.

C. They manage hardware and software.

D. They require in-depth knowledge of applications

2. The word "**vary**" in paragraph 6 can be best replaced by ____.

A. decrease B. change C. differ D. increase

3. It can be inferred from the passage that ____.

A. only skilled workers make good money.

B. online workers can work full-time online.

C. it is easy to become a webmaster.

D. workers with limited computer skills cannot work online.

4. According to the passage, which of the following is TRUE of webmasters?

A. They never work independently.

B. The duties they perform depend on the organization they work for.

C. They require a minimal level of expertise.

D. They do not support software products.

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